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To: **ALL MEMBERS OF THE COUNCIL**

You are hereby summoned to attend a meeting of the **FINANCE & GENERAL SERVICE COMMITTEE MEETING**, in **THE COUNCIL CHAMBER, 65 STATION ROAD, NE63 8RX**, on **Tuesday 12<sup>th</sup> July 2022 at 6:00pm**.

The agenda for the meeting is set out below, along with associated papers. If you have any questions about any of the items on the agenda, please contact the office.

The meeting is open to the press and public, except where the item is agreed confidential. Our Risk Assessment requires that anyone wishing to attend the meeting, reads the risk assessment and meeting guidelines in advance. These are available on request, or via the Town Council website.

**Sarah Eden**  
Clerk to the Town Council

**5<sup>th</sup> July 2022**

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## **AGENDA**

### **1. WELCOME BY THE CHAIR**

Welcome by Cllr Lynne Grimshaw

### **2. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

### **3. DISCLOSURE OF INTERESTS**

To receive any declarations of disclosable pecuniary interests and other interests in items on the agenda as required by the Code of Conduct for Members and by the Localism Act 2011.

*Members are also reminded that they need to regularly review their declarations of interest forms and ensure they remain up to date.*

### **4. DISPENSATIONS**

To receive and consider any dispensations.

### **5. PUBLIC PARTICIPATION**

The Chair to receive any items put forward by members of the public and to put questions to or draw relevant matters to the attention of the Council. This is for a period of 15 minutes overall and is limited to 3 minutes per person.

*Please email/telephone the Clerk with questions on items on the agenda no later than 5.00pm on Monday 11<sup>th</sup> July 2022.*

## **6. MINUTES OF LAST MEETING**

To receive and sign as a true record, the minutes of the meeting held on Tuesday 14<sup>th</sup> June 2022 (enc)<sup>i</sup>

## **7. CLERK AND OFFICER UPDATES**

To receive an update on items actioned since the previous meeting (enc)<sup>ii</sup>

## **8. BUDGET AND EXPENDITURE 2022/23**

### ***a) Updated Budget Report***

To receive updated budget report and address any questions to the Responsible Financial Officer (RFO) (enc)<sup>iii</sup>

### ***b) Accounts Paid and to be Paid***

To receive a schedule of accounts paid and to be paid; to endorse those accounts paid and agree those to be paid, since 8<sup>th</sup> June 2022 (enc)<sup>iv</sup>

## **9. SUSPENSION OF STANDING ORDERS**

To consider and agree to suspend *Standing Order 7, Previous Resolutions*, to allow the Council to reconsider agenda item 11 – North Seaton Colliery Allotment Site, in view that further details are available, and further guidance has been sought.

## **10. EXCLUSION OF THE PRESS AND PUBLIC**

The Town Council is invited to consider passing the following resolution:

That the press and public be excluded from the meeting during consideration of the following item, permitted under Part I of Schedule 12A of the Local Government Act 1972 (as amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006) Act as the matter is confidential (1) Information relating to an individual.

## **11. NORTH SEATON COLLIERY ALLOTMENT SITE**

To receive further information and guidance in relation to the smallholding at North Seaton Allotment Site, and agree appropriate action (to be tabled)<sup>v</sup>

## **12. ASHINGTON CHRISTMAS LIGHTS**

### ***a) Christmas Lights Scheme 2022 – Column Motifs***

To receive the Christmas Lights Scheme for 2022 and agree the preferred motive for Town Centre columns (Boule, Cadeau, Collier or Mila) (enc)<sup>vi</sup>

### ***b) Christmas Lights Scheme 2022 – Trees***

To receive the Christmas Lights Scheme for 2022 and agree the preferred decoration of 14 town centre trees (mini-drop lights only, year-round glitter garland, or both) (enc)<sup>vii</sup>

### ***c) Christmas Lights – Contract Details***

To receive the cost options for purchase and lease and agree the terms on which to proceed with the order (enc)<sup>viii</sup>

## **13. SMALL GRANTS – JULY 2022**

To receive a summary of the small grant applications received between 6<sup>th</sup> June – 1<sup>st</sup> July, and agree any awards (enc)<sup>ix</sup>

## **14. ELECTRIC CAR**

To agree to replace the Council's Citroen Dispatch 1000 L1h1 Hdi diesel van with an E-dispatch 50kwh Enterprise Pro, and agree the terms on which to proceed with order (enc)<sup>x</sup>

## **15. ASHINGTON STATION ROAD CCTV PROVISION**

To agree to commence procurement of alternative CCTV provision in the Town Centre, and to write to the current supplier with the required three-months' notice under current contract terms.

## **16. ASHINGTON GARDENS COMPETITION**

To receive an update on categories and entry numbers, and agree the details of judging and the awards presentation (enc)<sup>xi</sup>

## **17. COMMUNITY DEFIBRILATORS**

To agree to commence a project to explore the purchase and install up to twelve defibrillators in the town, with the requested support of County Cllrs Capital Small Schemes Funding, and the agreement of local organisations as custodians

## **18. 2023-24 LOCAL TRANSPORT PLAN PROGRAMME CONSULTATION**

### ***a) Request for Priorities and Guidance***

To receive a letter requesting the Council's top three highways and transport priority issues for this area (guidance notes included) (enc)<sup>xii</sup>

### ***b) Record of requests contained in Directory Database***

To receive and note (enc)<sup>xiii</sup>

### ***c) Highways and Transport Priority issues***

To agree the top three priority issues to send to Northumberland County Council Highways, by 29<sup>th</sup> July 2022, for considered inclusion in the Local Transport Plan Programme 2023-24

## **19. Newbiggin Neighbourhood Plan**

To receive consultation letter to the Newbiggin Neighbourhood Plan and agree to delegate to the Clerk, in consultation with Cllrs, to respond with any written representations following the drop-in event on 23<sup>rd</sup> July, and before 5pm on Monday 22<sup>nd</sup> August 2022 (enc)<sup>xiv</sup>

## **20. DATE, TIME AND VENUE FOR THE NEXT MEETING**

Tuesday 13<sup>th</sup> September 2022, 6:00pm, Council Chamber.

## **ENCLOSURES**

- 
- <sup>i</sup> Draft Minutes of the Finance and General Services Committee, 10<sup>th</sup> May 2022
  - <sup>ii</sup> Clerk and Officer Update, July 2022 (to follow)
  - <sup>iii</sup> Updated Budget Report 2022/23
  - <sup>iv</sup> Schedule of Accounts paid/to be paid
  - <sup>v</sup> Note on tabled items
  - <sup>vi</sup> Illustrative example of motive designs
  - <sup>vii</sup> Illustrative example of tree dressing
  - <sup>viii</sup> Christmas Lights Contract Options
  - <sup>ix</sup> Summary of Small Grant Applications received – July 2022
  - <sup>x</sup> Clerk's Note on Cost Comparisons
  - <sup>xi</sup> Gardening Competition Summary
  - <sup>xii</sup> LTP - Request for Priority issues/Guidance
  - <sup>xiii</sup> NCC Database of Requests
  - <sup>xiv</sup> Newbiggin Neighbourhood Plan